

# NASA LANGLEY RESEARCH CENTER SECURITY OFFICE

## VISITOR BADGE REQUEST FORM

USE FOR TEMPORARY VISITORS (30 DAYS OR LESS)

**INSTRUCTIONS:** This form is used to request visitors badges. Visitor Badge Requests may be submitted by NASA, LaRC permanently badged employees. Submit completed form to the Badge and Pass Office a minimum of 3 days prior to date of visit. All visitors must present an authorized photo ID (e.g., driver's license, employee, or Government ID Card). Verify citizenship of visitor prior to submitting this request. Visits by Non-U.S. citizens, including those with permanent resident alien status and U.S. citizens representing foreign interests, must receive advance approval from the Center International Visits Coordinator (IVC) (43611). The Non-U.S. citizen visitor approval process is outlined in NPR 1371.2A.

TO: 232/Badge and Pass Office, Security Office FAX: 864-8299 Phone: 864-2790

(TYPE or print legibly.)

FROM: (Submitted by) \_\_\_\_\_ PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

MAIL STOP: \_\_\_\_\_ ORGANIZATION/COMPANY: \_\_\_\_\_

Visitor(s) Name(s) Last, First, MI	Affiliation (Company, University)	Citizenship (US or other)

NASA LaRC SPONSOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE(s) OF VISIT: \_\_\_\_\_ TIME OF ARRIVAL: \_\_\_\_\_

BUILDING(s) TO BE VISITED: \_\_\_\_\_ CLASSIFIED MEETING? ☐ Yes ☐ No

PURPOSE OF VISIT: (e.g., maintenance, delivery, conference, program/project, technical discussion, acquisition/contract related, personal visit, student, sales, immediate family members, other)


- Sponsors are responsible for the safety and conduct of their visitors.
- Visitors requiring after-hours access to the Center or use of information technology systems, must present proof of prior favorably adjudicated personnel security background investigation.

FOR BPO USE: Initials \_\_\_\_\_